

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

March 1 – March 31, 2009

Submitted

to

U.S. Environmental Protection Agency

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San Francisco, CA 94105

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Task Order Assignment Manager

Under Contract EP-R9-06-03

Submitted

by

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
March 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on March 10.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on March 16.

The Records Center Performance Measurements Reports were submitted to the TOAM on March 10.

The quarterly comprehensive statistical report for January 1 through March 30 was submitted to the TOAM on April 3.

A Librarian IV updated the *Site Assessment Procedures Manual* on March 5.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,127 documents and edited 1,861 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlog of the Anaconda Copper Co. this month.

The site assessment Librarian IV received 3.4 lft. of new documents, and processed 1 new site.

Staff shifted approximately 37.8 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV shifted 125 lft. of files to make room for new documents, and shelfread the entire site assessment and Oil Facilities Response Plans collections (405 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 2nd quarter quality-assurance review of new personal and organizational name authority file entries.

On February 27 staff met with RPM Steve Arbaugh to discuss the rush indexing requests for Abandoned Uranium Mines on Navajo Nation, Northeast Churchrock Mine Site, and Tuba City Abandoned Landfill. As a result of the meeting an index was generated for document review.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

33.8 lft. of documents were picked up from EPA regional offices. 6 Transfer of Records forms were processed.

6.3 lft. of documents were retrieved from the FRC. 21.4 lft. of documents were returned to the FRC.

35 new accessions (446.3 lft.) were sent to the FRC this month.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

SAN FERNANDO VALLEY-Avanessians AR (2.8 lft.)

SAN FERNANDO VALLEY-Glendale Chromium OU - Drilube (2.8 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated March 10.

FRC Storage Report, updated March 10.

On-Site Storage Report, updated March 10.

Contracts On-Site Storage Report, March 6, 20 & 27.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 4,207 documents (62,214 pages) during March and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during March.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Eleven Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

ALL METAL PROCESSING (BURBANK), OU 00 (SSID 09QP)
ASARCO INC HAYDEN PLT, OU 01 (SSID 09JS)
FRONTIER FERTILIZER, OU 00 (SSID 094R)
LEVIATHAN MINE, OU 00 (SSID 091A)
LEVIATHAN MINE, OU 00 (SSID 09PU)
LEVIATHAN MINE, OU 00 (SSID 09PV)
MICRO STORAGE/INTEL MAGNETICS, OU 01 (SSID 0987)
OMEGA CHEMICAL CORP, OU 01 (SSID 09BC)
OMEGA CHEMICAL CORP, OU 03 (SSID 09BC)

Staff received 5 requests for cost package and/or contract documents, performed 1 database search in SDMS/Lotus Notes and provided 8 documents for EPA staff during March. Site-specific charges occurred for the following sites:

GAMBONINI MERCURY MINE, OU 00 (SSID 09EJ)
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)
PEMACO MAYWOOD, OU 01 (SSID 099K)

The Cost Package Documentation Index was updated on March 6, 20 & 27.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 8.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09NV	00	ADVANCED PACKAGING & PRODUCTS
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
094Y	01	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	01	APACHE POWDER CO
09ZZ	N/A	ARCATA NORTHCOAST ENVIRONMENTAL CTR (BROWNFIELDS)
09JS	01	ASARCO INC HAYDEN PLT
09NM	00	ATLAS IRON & METAL CO.
09PP	00	AUCLAIR DUMP SITE
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09ZZ	N/A	CRAFTON REDLANDS AREA
09JT	00	CYPRUS TOHONO MINE
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	EAST KAPOLEI AFFORDABLE HOUSING (BROWNFIELDS)
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
09H6	01	EL TORO MARINE CORPS AIR STATION
09HK	00	EWA SUGAR MILL/OAHU SUGAR CO
09CK	00	FEDERAL CORRECTIONAL INSTITUTE LOMPOC
09SD	00	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
09F9	00	GILA RIVER SITE #2
Z9AJ	00	GREKA ENERGY OIL SPILL
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
092U	01	JET PROPULSION LABORATORY
09FM	00	KLAU/BUENA VISTA MINE
093Y	01	LAVA CAP MINE
09PV	00	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
091A	00	LEVIATHAN MINE

SSID	OU	SITE NAME
093E	00	LIBERTY HIGH SCHOOL
098P	00	MARE ISLAND NAVAL SHIPYARD
091E	01	MCCORMICK & BAXTER CREOSOTING CO
0987	01	MICRO STORAGE/INTEL MAGNETICS
09J4	00	MODESTO GROUND WATER CONTAMINATION
09CA	00	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC (52ND STREET PLANT)
09BE	02	MOTOROLA, INC (52ND STREET PLANT)
09BE	03	MOTOROLA, INC (52ND STREET PLANT)
09BE	04	MOTOROLA, INC (52ND STREET PLANT)
09BE	07	MOTOROLA, INC (52ND STREET PLANT)
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
092S	03	OPERATING INDUSTRIES, INC., LANDFILL
09NY	00	PACIFIC AEROSPACE SERVICES, INC
09LX	00	PRESERVATION AVIATION
09LX	01	PRESERVATION AVIATION
09BY	00	RIO TINTO COPPER MINE
09BY	01	RIO TINTO COPPER MINE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
09ZZ	N/A	SMITH MILL SITE
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09W9	00	STOKER CO
09K2	00	SULPHUR BANK MERCURY MINE
09ND	00	TANAPAG FUEL FARM
09M1	00	TARP
09ZZ	N/A	TECHALLOY WESTERN INC
Z918	00	TORO CREEK SPILL
09M7	00	TRAVIS AIR FORCE BASE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09RP	N/A	TUJUNGA WELLFIELD SITE DISCOVERY
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	US ECOLOGY INC BEATTY SITE

SSID	OU	SITE NAME
09ZZ	N/A	VENDO CO THE
09C1	00	WASTE DISPOSAL, INC.
09C1	01	WASTE DISPOSAL, INC.
09ZZ	N/A	WEST OAKLAND BART STATION (BROWNFIELDS)
09R4	01	WESTERN PACIFIC RAILROAD CO.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 74 requests for documents, performed 346 database searches in SDMS-C, and provided 10,281 documents for EPA staff and other requesters.

Eighteen indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on March 2 and March 3, respectively.

Circulation Department staff completed the March quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Staff sent out 64 Document Location Notices to EPA staff and contractors.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 82 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 4,744 non-FOIA-related pages for EPA staff and other requesters.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 16 requests for documents on CD-ROMs. 96,508 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
098K	01	ALAMEDA NAVAL AIR STATION
094Y	01	ALARK HARD CHROME
09JW	00	B.F. GOODRICH
09R6	00	CARSON RIVER MERCURY SITE
09EJ	00	GAMBONINI MERCURY MINE
093Y	01	LAVA CAP MINE
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09K7	00	NEW IDRIA MERCURY MINE
		NON SITE-SPECIFIC
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
092S	03	OPERATING INDUSTRIES, INC., LANDFILL
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09P9	02	SCHOFIELD BARRACKS
09P9	04	SCHOFIELD BARRACKS
09ZZ	N/A	SIMPSON PAPER CO DISPOSAL
0981	01	TH AGRICULTURE & NUTRITION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09ZZ	N/A	UNOCAL ORCUTT TANK FARM TRACT #12631
09K5	01	VALLEY WOOD PRESERVING INC.
09C1	01	WASTE DISPOSAL, INC.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Operating Industries, Inc., Landfill, Dispute Regarding Work Defendants to the 3rd Partial Consent Decree Responsibility for Thermal Destruction Facility Oversight Costs AR was compiled, copied, and sent to the repository on March 27.

On March 4, and 13 staff met with EPA staff to conduct kickoff meetings for the Operating Industries, Inc., Landfill and the Montrose Chemical Corp. (Palos Verdes Shelf) administrative records respectively. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Two work-performed compilations were created or updated during March for the following sites:

FRONTIER FERTILIZER, OU 01 (SSID 094R)
LEVIATHAN MINE, OU 00 (SSID 091A)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 13 collection
Electronic files attached to E-mails: 5 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09SD	00	FOSTER'S PLATING
09SD	04	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
091A	00	LEVIATHAN MINE
09SE	00	LISTON BRICK COMPANY
09CA	05	MONTROSE CHEMICAL CORP
		NON SITE-SPECIFIC
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09QD	00	NORTHEAST CHURCH ROCK RESIDENTIAL
092S	03	OPERATING INDUSTRIES, INC., LANDFILL
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09QZ	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09C1	01	WASTE DISPOSAL, INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on March 25.

The PM held a Managers/Supervisors meeting on March 24.

The PM held a Scanning Department meeting on March 10.

The PM held a Cost Recovery Department meeting on March 24

The RMS IV/Assistant Manager held meetings with special projects staff on March 10.

The RMS IV/Circulation Department Supervisor held a departmental meeting on March 12 & 17.

The RMS IV/Head Indexer held a departmental meeting on March 12.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on March 18.

The PM purchased supplies and/or equipment during March as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No activity occurred in this reporting period.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs on March 12.

An RMS IV/IS III coordinated with Bob Zucker and Jeff Tackett in setting specifications for new Record Center Server. The server was ordered on 03/17/09.

An RMS IV/IS III attended Active Directory training with the EPA IT dept on the week of March 9.

An RMS IV/IS III coordinated with Joe Merer in conducting Lotus Notes Training for the Record Center on March 26.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on March 19.

Staff attended a Lotus Notes Training on March 26.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in March.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS presentation to EPA staff in March.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 5 EPA staff in ECMS in March.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 6 EPA staff in ECMS in March.

9.7 Attend ECMS Meetings and Teleconferences

On March 19 staff attended regular ECMS technical teleconference.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Two Librarian IV/Records Librarians began on the contract on March 2 (Jeong Lee and Debbie Foster).

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 27 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 2 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,620	24.2 lft.	281.9 lft.

Inventories

Records Surveyed	Year to Date
26.4 lft.	185.6 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	656.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
53	1	0	0	12	0	3	9	78

VI. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 03/10/09.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 3/16/09.

The Records Center Performance Measurement Reports were submitted to the TOAM on 03/10/09.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 03/02/09.

The *Site Assessment Procedures Manual* was updated on March 5.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

14,839 documents have been indexed and quality assured in SDMS-C as of 3/31/09.

2.2 Document Pick-up, Processing, File Management, and Storage

482.6 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 3/31/09.

11.3 lft. of records have been retrieved from the FRC in response to EPA requests as of 3/31/09.

210 lft. of records have been organized and sent to the FRC as of 3/31/09.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 03/10/09.

2.3 Scanning

21,583 documents (279,327 images) have been scanned into SDMS-C as of 3/31/09.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 28 SCAP accomplishment documents as of 3/31/09.

2.5 Financial Documentation/Cost Recovery Packaging

80 Financial Cost Documentation Packages have been processed as of 3/31/09.

2.6 Recycling and Shredding

57.5 lft. of documents have been recycled/shredded as of 3/31/09.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

4,256 documents have been provided to EPA staff or the public as of 3/31/09.

175 site file indices/databases have been generated in response to EPA requests as of 3/31/09.

3.2 Freedom of Information Act (FOIA)

As of 3/31/09, circulation staff has provided support for 66 FOIA requests. Billing data for 122.75 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 7,404 non-FOIA-related pages for EPA and other requesters and sent approximately 12,341 pages off-site to a copy service.

69 site file documents have been redacted for release as of 3/31/09.

3.4 CD-ROM Service

113 CD-ROMs or CD-ROM sets containing 314,170 images have been produced and supplied to EPA staff or the public as of 3/31/09.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

7 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 3/31/09.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

15 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 3/31/09.

4.2 Work-Performed Compilations

24 work-performed compilations have been completed as of 3/31/09.

4.3 Electronic Media and Microfilm Management

294 copies of special collections were produced in electronic format as of 3/31/09.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 3/31/09.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 3/31/09.

Equipment/supplies were purchased on 03/31/09.

Task 6: Training and Orientation

ORC Grantee John Blais was provided SDMS-C training on 2/9/09.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 03/12/09.

Assistance with technical problems was provided to EPA staff person Eugene Rainwater on 02/26/09.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 02/27/09.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 1/15 and 3/19/09.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 18 introductory ECMS presentations to EPA staff as of 3/31/09.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 5 EPA staff in ECMS as of 3/31/09.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 6 EPA staff in ECMS as of 3/31/09.